

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: IB 93-40 AR 522 04/24/02
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 522 CENTRAL MONITORING SYSTEM	EFFECTIVE DATE: 09/09/02

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PURPOSE

To provide a system for monitoring and controlling the status and location of specific inmates who require special management to insure their safety and security.

To provide a system to ensure the physical separation of inmates who have been identified as enemies.

AUTHORITY

NRS 209.131
NRS 209.341
NRS 209.351

RESPONSIBILITY

The Offender Management Administrator (OMA) is responsible for the management of the Central Monitoring System (CMS) within the Nevada Corrections Information System (NCIS).

The Warden or Facility manager is responsible for designating staff who are to identify inmates who require physical separation from staff or other inmates and document this data.

It is the responsibility of the Warden or Facility Manager to approve the enemy relationship and ensure that the CMS data entry is made.

DEFINITIONS

Central Monitoring Case - (CMC) An inmate identified under provisions of this regulation who presents special needs for management while incarcerated.

Central Monitoring System - (CMS) The specific application within the Nevada Corrections Information System which documents separatee and Central Monitoring case data.

Nevada Corrections Information System - (NCIS) - The Departments internal information tracking system which is an integral element in the classification of NDOC inmates.

Protective Segregation - A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety.

Separatee - Inmates identified as having a need to be separated from other inmates or staff due to enemy relationships or special reasons and are designated by the following categories:

- **Identified** - The inmate who claims another inmate as his enemy. Signified in the CMS screen as "Victim Of".
- **Declared By** - The inmate who has been claimed as an enemy by another inmate. Signified in the CMS system as "Called Enemy By".
- **Staff** - An inmate declared by staff to have a significant need for separation from another individual, either staff or inmate. Staff or member of their family being the victim of the inmate's offense would be an example of a need for this type of separation.

Victim Inmate - Either an inmate who declares that another inmate is their enemy or department staff has recommended that an inmate needs protection/separation from another inmate for safety and security reasons.

APPLICABILITY

This procedure applies to all departmental staff having responsibility for the classification, custody and control of inmates requiring management coordination and supervision.

PROCEDURES

522.01 SEPARATEES

- 1.1. Separatees are defined and documented by institutional staff.
- 1.2. Institutional staff will make a request to the Warden or Facility Manager to document the separatees in the NCIS.
- 1.3. The Warden or Facility Manager will approve or disapprove the establishment of the separatee. If approved, then an entry is to be made in a classification chrono in the NCIS. Institutional staff will then enter the data related to the separatee into the CMS of the NCIS.
- 1.4. Institutional staff will review the separatee with the victim inmate at each regular reclassification to determine that the enemy relationship still exists.
- 1.5. Wardens and Facility Managers may remove the separatee from the CMS system based upon information provided by the victim inmate. However, Wardens and Facility Managers may retain the separatees despite the claims of the victim inmate when there are indications or concern that the enemy relationship may continue to exist.
- 1.6. Wardens and Facility Managers should not remove the separatee from the CMS based upon the statement of any inmate other than the victim inmate.
- 1.7. Inmates with separatees at the institution in which they are housed will be considered for transfer to another institution where no separatees exist. This action should be considered before a placement in protective segregation is initiated.
- 1.8. Inmates may have separatees with other individuals at the institution where they are housed. These inmates do not have to be transferred if the two subjects can be physically separated in such a manner that they would not come into contact with one another. An example of this would be one inmate in long-term segregation and the other inmate in the general population. Care should be taken to check the CMS component of the NCIS on each inmate in the population, before movement within the institution, or classification to another institution.
- 1.9. The CMS will not be used for separation of inmates from staff who has conflicts arising from the course of their job duties, ie. subject of litigation or a target of verbal abuse/threats.
- 1.10. Separatee information is confidential and the rules of confidentiality shall apply to all staff

522.02 PROTECTIVE SEGREGATION

1.1. The Warden or Facility Manager may approve the placement of an inmate in protective segregation per the requirements of AR 509.

1.2. The status of protective segregation should be documented in the CMS system of the NCIS.

1.3. The Offender Management Administrator may require the review of any assignment of an inmate to protective segregation.

1.4. The Facility Manager may remove an inmate from protective segregation based upon case information that is presented at classification. An inmate should not be returned to the general population housing area until the institutional staff removes the protective segregation designation from the CMS system of the NCIS.

522.03 CENTRAL MONITORING CASE

1.1. Only the Director, Assistant Director of Operations, Offender Management Administrator (OMA), or the Inspector General may designate central Monitoring Cases (CMC). The designating administrator should confer with the other authorized administrators to share information on the case and the basis for the CMC designation.

1.2. Institutional staff who feel that case factors of a specific inmate require the extreme type of supervision entailed in a Central Monitoring Case should contact the Inspector General or the OMA to evaluate the case.

1.3. Institutional staff may be required to submit written reports detailing the salient case factors supporting the assignment of Central Monitoring Case status.

1.4. Central Monitoring Case status may be based upon, but not limited to, individuals subject to investigation; individuals pending prosecution; witnesses to crimes or incidents; inmates cooperating in investigations; extreme escape risks; inmates with extreme violence potential; inmates with a high potential to be victimized; and inmates with a high media profile in the community.

1.5. Only the central administrator placing the Central Monitoring Case status can remove that status. It is assumed that in most cases, Central Monitoring Case status is a transitory status, until situations have abated, or appropriate housing and supervision of the inmate has been arranged.

1.6. No inmate who is assigned to Central Monitoring Case status may be moved to different housing within an institution without the approval of an administrator as indicated in 1.1.

1.6.1 No Central Monitoring Case inmate may be transferred to another institution without the approval of an administrator indicated in 1.1.

1.6.2 No Central Monitoring Case inmate should be taken to an outside appointment

without the approval of an administrator indicated in 1.1. These conditions should be complied with, except in the instances of medical emergencies, or instances where the Central Monitoring Case inmate is at immediate risk of injury. In those cases, the Inspector General or the OMA should be notified as soon as practical.

FORM DOCUMENTATION

1.1 Separation/Protective Segregation:

1.1.1 Upon discovery of a need for separation of individuals or Protective Segregation, DOC Form 2023 will be completed at the originating institution/facility by institutional staff.

1.1.2 The completed form will be reviewed by the Warden/designee for validity, signed, and forwarded to the Offender Management Division for entry into the CMS component of NCIS.

1.1.3 After entry of the information into CMS, Offender Management will return the form to the institution/facility housing the inmate for inclusion into the I-File.

1.2 Central Monitoring Cases:

1.2.1 Once it has been determined that an inmate is in need of CMC status and has been approved by the administrative approval authority noted in 522.03, 1.1 , DOC Form 2023 will be completed by institutional staff and forwarded to the authorizing administrator for signature.

1.2.2 After signature by the administrator, the form will be forwarded to the Offender Management Division for entry into the CMS component of NCIS.

1.2.3 After entry of the information into CMS, Offender Management will return the form to the housing institution/facility for inclusion into the I-File.

REFERENCES

None

ATTACHMENTS

DOC - 2023 Central Monitoring Status Sheet

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.